



## Zoom Presentation Notes

This is a new way for both presenting and attending talks. To assist, we have put together the following **Zoom Meeting Help**.

### **Before the meeting**

If you have not already got the Zoom app on your device, download it in advance. Go to:

[https://us02web.zoom.us/download#client\\_4meeting](https://us02web.zoom.us/download#client_4meeting)

On a computer, select 'Zoom Client for Meetings'.

On a tablet or phone, allow it to open the App Store or Google Play.

Contact [admin@cambridgeshiregardentrust.org.uk](mailto:admin@cambridgeshiregardentrust.org.uk) if you would like help.

### **On the day**

- Join the meeting on the day, preferably about 10 minutes in advance, by clicking the link sent to you in the invitation email.
- Click 'Allow' if asked (click 'launch meeting' if not) and then wait for it to open and connect automatically, which sometimes takes a little time.
- If this fails to connect you, you can open the Zoom app yourself and 'Join a Meeting' by inputting the Meeting ID number (11 digits) and Passcode (6 digits) that will also be in the invitation email.

To get the best from a Zoom meeting, you ideally need a computer with a camera and a microphone. If you have neither it is possible to see and hear the presenter on screen but not to contribute. Zoom doesn't like this much; it raises queries about your audio settings and sometimes hangs. You can alternatively combine your device with a landline or mobile telephone (at a standard call charge, possibly included in contracts) for two-way audio. That would allow you both to hear and speak to the group.

**If your computer has no microphone or camera**, click the link in the invitation email, then:

- 1 Click 'Allow' when asked
- 2 Click 'Join with Video' if asked
- 3 Click 'Phone Call' on the screen headed 'Choose ONE of the audio conference options'
- 4 Note your **Participant ID** from the meeting details screen
- 5 On your telephone:
  - Dial 033 0088 5830 (standard call charge applies)
  - Meeting ID (from invitation email) followed by #
  - Input your **Participant ID** followed by #
  - Input your Passcode (from invitation email) if requested followed by #
  - Wait for connection

### **During the meeting**

- There are various on-screen controls. Click/tap the screen to see them if they are not visible.
- On computer/tablet, **Gallery View** shows all participants equally, **Speaker View** highlights the person speaking
- Click/tap the **Participants** button to see the list of those attending and to access the blue 'Raise Hand' control
- The host will mute you during the speaker's talk. During the questions at the end, click/tap the blue **Raise Hand** at the bottom of the Participants window to indicate you wish to speak and **Unmute** yourself when called.